To: FSAD Students & Faculty  
From: C. Jirousek, Director of Undergraduate Studies, caj7@cornell.edu, 255-8064  
May 2012

Re: Credit for Summer Internships-FSAD 4020

Many summer internships require that you be eligible for academic credit for the experience. You may be awarded 1 S/U credit of FSAD 4020 for involvement in summer internships if ALL the following requirements are met:

- You have completed the sophomore year and a minimum of 60 credits (Cornell, transfer, and/or AP) before your internship.

- In some cases, students who have completed the freshman year and a minimum of 30 credits (Cornell, transfer, and/or AP) will be eligible to participate with faculty approval. Discuss this with your faculty advisor.

- You must request your FSAD faculty advisor to be your sponsor. Provide your faculty sponsor with written proof from your Internship Supervisor of completion of an unpaid or paid summer internship comprising of at least 10 hours a week for a minimum of 8 weeks. (More than one internship placement, completed in the same summer, may be combined to meet the minimum work hour and week requirement).

- During the next, immediate Fall course exchange, you register for FSAD 4020 for 1 S/U credit with your FSAD faculty sponsor’s approval, and required signatures on a Special Studies form.

- During the summer internship, you keep an updated daily diary of the work experience, which becomes the basis for your written paper.

- You submit 3-4 informal color photographs of you at work in various internship activities. Include a written dialog about each photo (i.e. what, where, when, and with whom information) that will be used to highlight your internship activities in the department and college. Do not paste the photos to a backing paper.

- You participate in an open-panel seminar at which you describe your summer experience with other summer internship students. The undergraduate internship seminar will be arranged by the Director of Undergraduate Studies during October or November.

- Before the last day of classes of the fall term, you submit your letter, diary, photos, and a 6-page typed paper to your faculty sponsor, reflecting on the internship and its relationship to your field of study and career goals.

- Students may repeat the 1 S/U credit FSAD 4020 study for two separate summers, for a total of 2 credits. No more than 1 S/U credit will be given in each summer.

- FSAD 4020 Special Studies application forms may be picked up in the Human Ecology Registrar’s Office or in Room T57 HEB in the Fall term.

- A paper copy of this memo may be picked up from the undergraduate advising assistant in Rm. T57 HEB.